Office of the
Assistant Secretary of Defense for
Readiness
(Readiness Programs and Resources)

State Facilities Board (SFB) Minutes Website

This Briefing is Classified:
UNCLASSIFIED

Contact Information

- If you need administrative assistance with the site related to any design issues or site errors, please send and email to Michael Landstreet at michael.w.landstreet.ctr@mail.mil
- If you need additional assistance regarding posting minutes to the site please contact
  COL Michaelle Munger
  michaelle.m.munger.mil@mail.mil

Background

- The SFB State Minutes site allows each state to upload their minutes, communicate through comments section, and link the page to their popular social media site such as Facebook.

Important

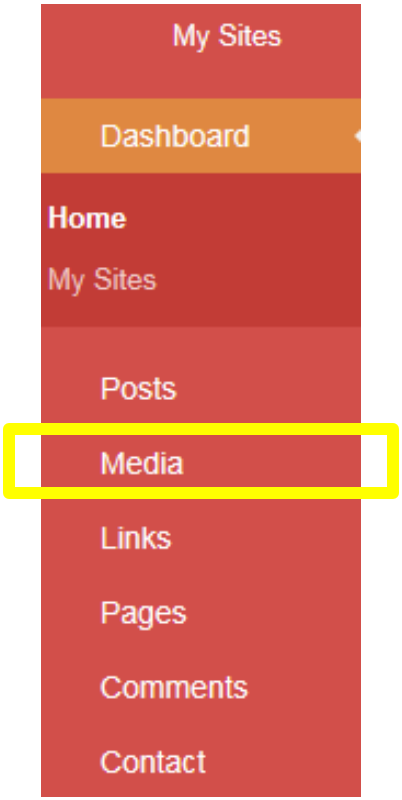
- Before you get started, these are some important items you need to know:
  - You can only upload your minutes in Microsoft Excel or PDF format. Keep all Excel spreadsheets in Excel format. Do not convert to PDF.
  - The maximum file size you can upload to the site is 2000KB (or 2MB)
  - To access the login page, you will need to be logged into your computer with your CAC.

Instructions – Step 1

- Log in to the SFB Minutes site at the following web address: https://ra.defense.dodlive.mil/wp-login.php
  - NOTE: Before posting to the site for the first time, you must request account access. Send an email to: COL Michaelle Munger michaelle.m.munger.mil@mail.mil
  - Once approved, you will be added to the list of users and sent an email with your username.
  - You will have access once you click the link provided

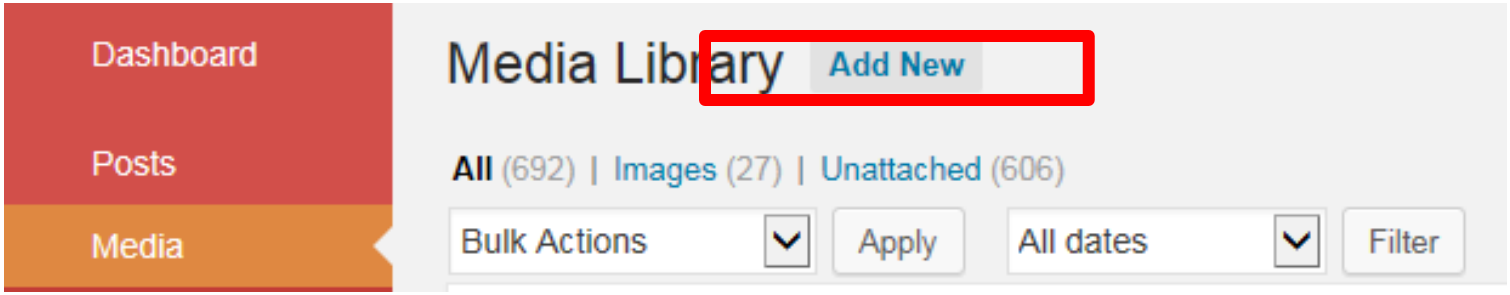
Instructions – Step 2

- Click on the “Media” tab on the left navigation. In this section you will begin to upload your documents (2MB max)



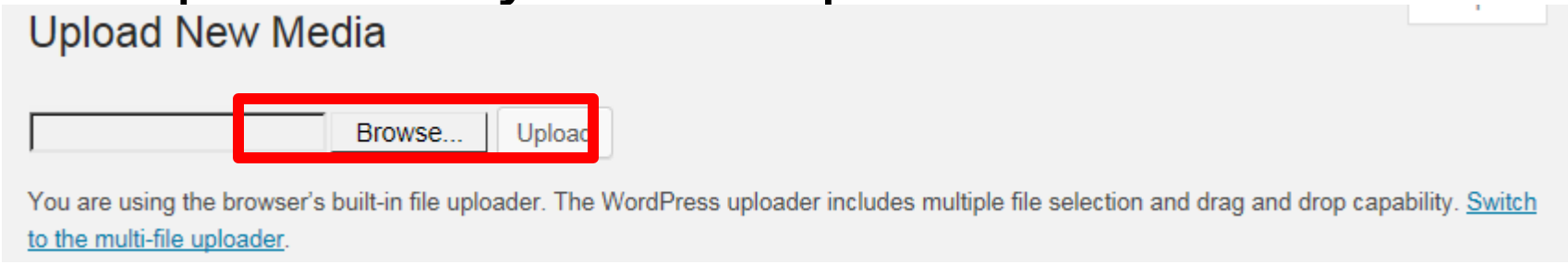
Instructions – Step 3

- At the top of the page, click the "Add new" button

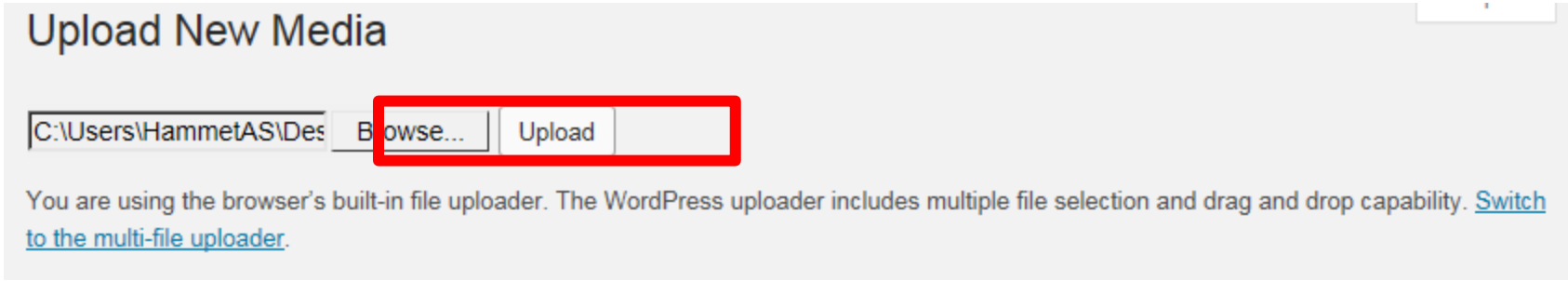


Instructions – Step 4

- On the upload page, click the “Browse” button and locate the file you wish to upload on your computer:

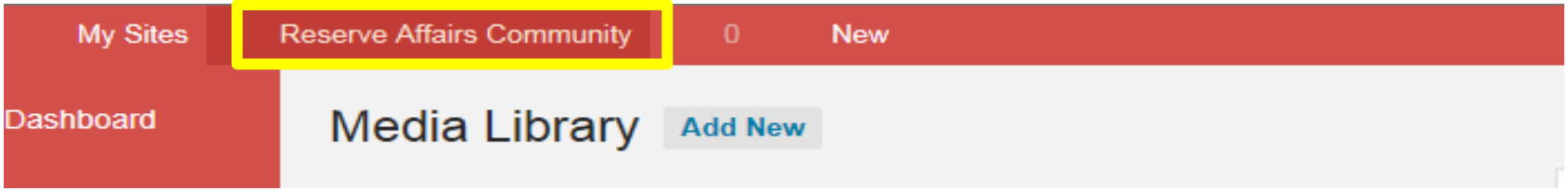

Upload New Media
Browse...
Upload
You are using the browser's built-in file uploader. The WordPress uploader includes multiple file selection and drag and drop capability. Switch to the multi-file uploader.

- Once you have selected your file, click the upload button:

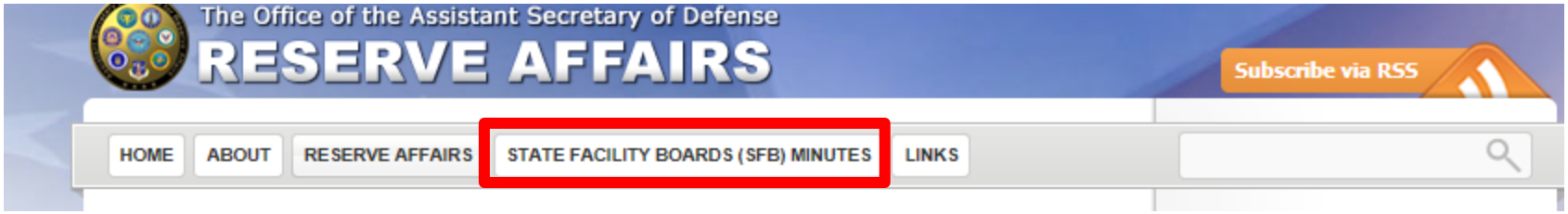

Upload New Media
C:\Users\HammetAS\Des
Browse...
Upload
You are using the browser's built-in file uploader. The WordPress uploader includes multiple file selection and drag and drop capability. Switch to the multi-file uploader.

Instructions – Step 5

- Once your file is uploaded, go to the minutes page by clicking on the site title in the top left hand corner:

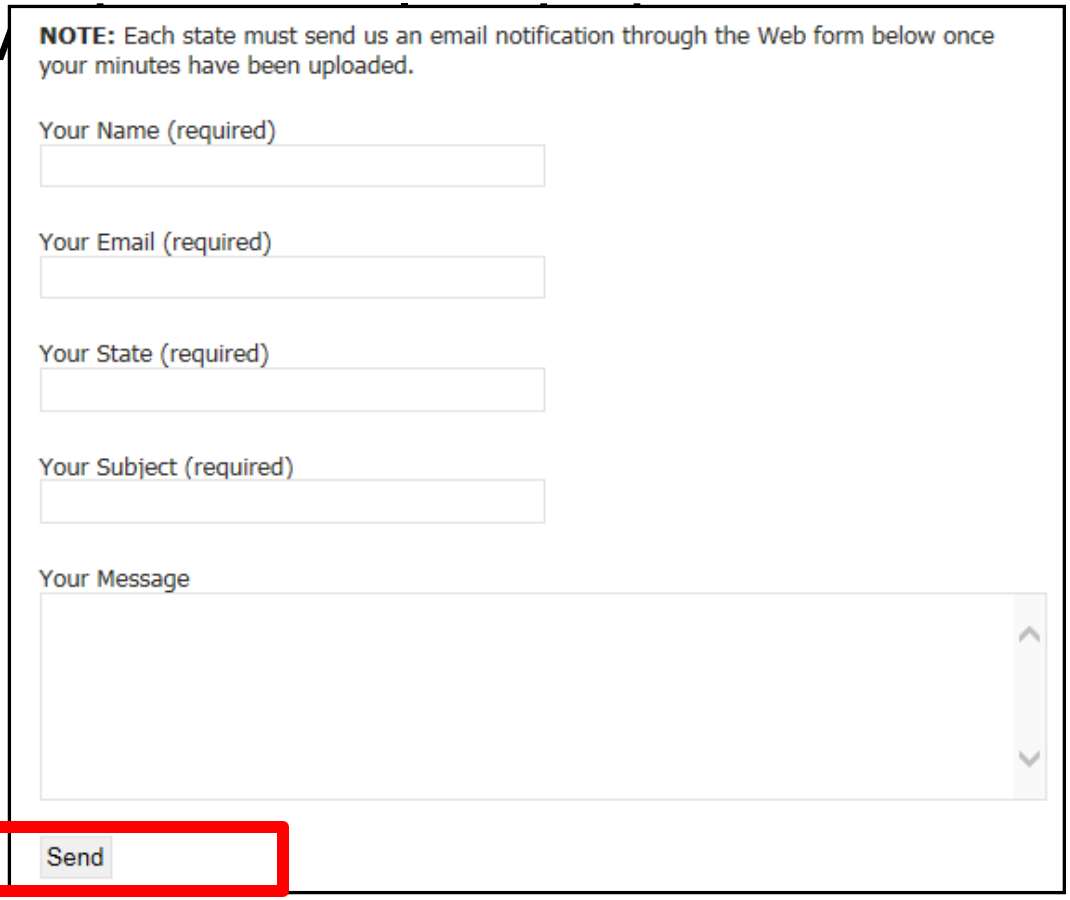


- Click SFB Minutes in the top navigation:



Instructions – Step 6

- Send and email message through the Web form at the bottom of the SFB Minutes page to notify us that your minutes hav


NOTE: Each state must send us an email notification through the Web form below once your minutes have been uploaded.
Your Name (required)
Your Email (required)
Your State (required)
Your Subject (required)
Your Message
Send

Instructions – Step 7

- Once OASD(R)/RP&R reviews your documents, the Web administrator will upload your documents to the SFB Minutes page located at: http://ra.defense.dodlive.mil/jsrcfb-state-minutes/